



**CITY OF FITCHBURG
DPW WASTEWATER DIVISION
POSITION DESCRIPTION**

POSITION: WASTEWATER COLLECTION SYSTEM MANAGER

HOURS OF WORK: 7:00 a.m. – 4:00 p.m.

SALARY: \$68,000 - \$76,000 depending on qualifications

General Statement of Duties and Responsibilities:

- Responsible for the general operation of the collection system.
- Responsible for conformance with requirements of the City's collection system related provisions of the Consent Decree (CD) and NPDES permit, and associated reports and deliverables, as delegated or assigned by the DPW Deputy Commissioner of Wastewater, including ongoing conformance with past approved and implemented CD Remedial Measures. Ensures City is in compliance with all EPA and MassDEP regulatory directives and requirements.
- Assist the DPW Deputy Commissioner of Wastewater with the preparation of the Capital Outlay for the annual budget, including, but not limited to capital improvement projects, capital equipment purchase, personnel staffing, and operating budget.
- Manages personnel under his or her responsibility, including:
 - Meets with the collection system senior operator daily/as needed to assign work schedules, and monitors collection operations personnel to assure that assigned work is being performed correctly and in a timely manner.
 - Monitors collection employees' time cards and verifies all time worked.
 - Schedules all collection employee vacation and personal time.
- Supports the implementation and ongoing utilization of asset management software, and ensures that all sewer calls and pertinent work requests & work orders are entered into the asset management software.
- Supervises the upkeep of all collection vehicles and major equipment, including all safety equipment and tools.
- Ensures that timely and adequate routine and preventative maintenance is performed for all designated collection systems.
- Conducts collection system structural condition assessments and evaluations, and analyzes said assessments and evaluations for system capacity performance.
- Supports and upholds City standards for collection system materials of construction, and helps to ensure that acceptable standards of construction methods are implemented during projects affecting the publicly owned wastewater collection system.
- Collects and evaluates flow data from meters at CSO outfalls, prepares regulatory reports as they pertain to the operation and maintenance of the sewer collection system.

- Ensures that all collection systems projects, procurements and initiatives adhere to both asset management principles and sound business strategies to support DPW Wastewater Division's responsibilities to the Enterprise Fund rate payers.

Supervision Received:

- Works under the direct supervision of the DPW Deputy Commissioner of Wastewater.

Supervision Exercised:

- Manages collection system operations personnel in the performance of their duties.
- Manages GIS engineer in the performance of his/her duties.
- Manages all sewer rehabilitation, repair or installation projects under his or her budgetary control, ensuring projects managed are delivered on-time and on-budget.

Example of Duties:

- Confers with collection system senior operator and operators daily and assigns duties.
- Monitors collection systems operators in the performance of their duties and exercises supervision where required.
- Institutes a zero tolerance safety program and updates safety programs now in use.
- Tracks down and documents collection system malfunctions and initiates investigations for analysis, alternatives identification, evaluations and recommendations for corrective actions. Provides DPW Deputy Commissioner of Wastewater with associated written assessments, evaluations and recommendations for review and approval.
- Oversees the proper maintenance of collection system vehicles and tools.
- Responsible for the operation and maintenance of all lift stations, under the purview of the City-owned collection system, and not associated with the POTW treatment facilities.
- Responsible for updating of safety training and establishes semi-annual re-qualification procedures as required.
- Keeps track of weekly attendance for collection system employees.
- Ensures that all collection calls, work requests and work orders, are entered into asset management software.
- Investigates claims for damages alleged to be caused by the collection system.
- Directs effort to find illegal entry and dumping into the collection system.
- Works with DPW Engineering and DPW Water Divisions in locating utilities.
- Issues all confined space entry permits prior to employees entering confined spaces.
- Documents all sick leave, vacation and personal days.
- Maintains an on-call status 24 hours per day to keep abreast of arising problems and to coordinate efforts in solution of them.
- Performs other duties as assigned.

Entrance Requirements:

- Associates degree in Management, Business or Engineering Technology or related field, and 10 years of relevant experience in the heavy construction, public works or wastewater industry fields with a minimum of 5 of the 10 years of experience in the wastewater industry; however, if the selected candidate does not possess the Associates degree at the time of hire, an Associate's degree must be obtained from an accredited college or university within 4 years of the date of hire.
- A Bachelor of Science or Bachelor of Engineering degree and 6 years of experience in the heavy construction, public works or wastewater industry fields.

- A New England Water Environmental Association Grade IV Wastewater Collection System Operator Certification, or ability to obtain within one year of appointment.
- A Professional Engineering license, in Civil Engineering or Environmental Engineering, in the Commonwealth of Massachusetts, is preferred.

Special Qualifications:

- Working knowledge of sanitary engineering principles and practices particularly as applied to large collection systems and activated sludge wastewater treatment plants.
- Working knowledge of:
 - Water Environmental Federation (WEF) Manual of Practice (MOP) No. 1 "Safety, Health, and Security in Wastewater Systems";
 - WEF MOP No. FD-6 "Existing Sewer Evaluation and Rehabilitation";
 - WEF MOP No. FD-5 "Gravity Sanitary Sewer Design and Construction";
 - WEF MOP No. FD-17 "Prevention and Control of Sewer System Overflows"; and
 - The TR-16 Guides for the Design of Wastewater Treatment Works, by NEIWPCC.
- Working knowledge of instrumentation and control equipment.
- Working knowledge of the U.S. EPA's Capacity, Management, Operations, and Maintenance (CMOM) regulations.
- Ability to establish and maintain an effective working relationship with associates, subordinates, and the public.
- Candidate should be experienced in the design, operation and maintenance of sanitary gravity sewers, force main sewers and inverted siphon sewers, and should be familiar with combined sewers and combined sewer separation.
- Candidate should have 3 or more years of supervisory experience, including scheduling the work of subordinates and preparing budgets.
- Candidate should possess analytical skills for the evaluation of flow metering data, and preparation of technical engineering reports.
- Candidate should be experienced in planning and developing long-term capital improvement projects.

Physical Requirements:

- Required to move about construction sites and other light outdoor work.
- Required to perform office work for long periods.
- Rated: Light

CLOSING DATE:

SUBMIT APPLICATION
AND RESUME TO:

Mr. Bernard Stephens, Director of Human Resources
Fitchburg City Hall
166 Boulder Drive, Suite 108
Fitchburg, MA 01420

"The City of Fitchburg is an EEO/ AA/ADA Employer"